

Multimedia Content Coordinator

The Missouri Department of Labor and Industrial Relations has an opening for a multimedia content coordinator in its Jefferson City office.

Responsibilities include writing and editing content for state government newsletters, brochures, internet web pages and other publications for both print and web publishing. Maintain agency's presence on social media sites, event planning and other duties as assigned. Must possess excellent written and verbal communication skills and have the ability to work quickly and on deadline. Previous editing experience preferred. Applicants should have an interest in and knowledge of state government and an understanding of news media. Applicants should be able to demonstrate strong independent judgment and a willingness to learn new material quickly and edit technical writing.

Bachelor's degree in Journalism, Communications, English or closely related field and one or more years of professional experience required. Salary commensurate with education and experience. To apply, submit a cover letter, resume, college transcripts and writing samples to humanresources@labor.mo.gov or mail to Human Resources, P.O. Box 510, Jefferson City, MO. 65102 by June 22, 2012. EEO/ADA Employer